Quick Reference Card - Get to know Visio

Essential tips to remember

To add text to a shape, click the shape and start typing. Microsoft® Office Visio® will zoom in so that you can see what you are typing. To zoom back to where you were before, click a blank area of the page, or press ESC.

You can also press CTRL+W. This will zoom to where you can see the whole page.

To zoom in, hold down the CTRL+SHIFT keys while you drag a rectangle around the area you want a closer look at.

To zoom out, hold down the CTRL+SHIFT keys, and then right-click the page. You can also zoom out to view the whole page by pressing CTRL+W.

Before you connect shapes, make sure that connection points are visible by selecting **Connection Points** on the **View** menu. Then use the **Connector Tool** to draw connections between the shapes.

When you're done connecting shapes, select the **Pointer Tool** on the **Standard** toolbar.
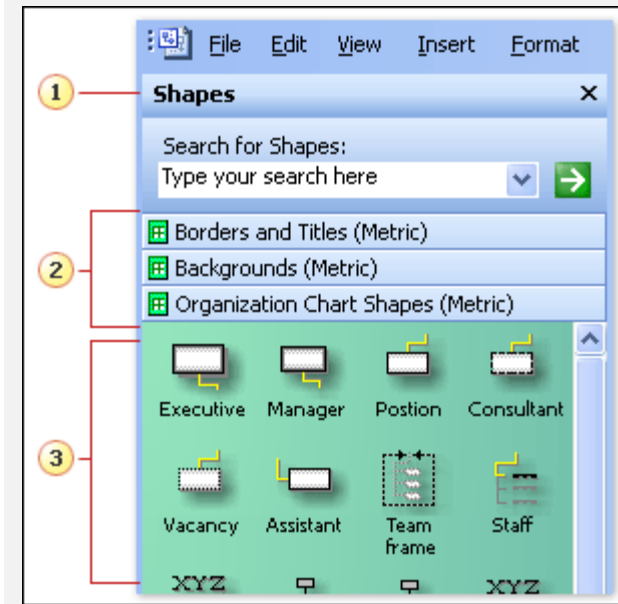
A closer look at stencils and shapes

Here's the difference between the **Shapes** window, stencils, and shapes themselves:

1 **Shapes** window. This is what contains stencils and shapes.

2 Stencils. In this illustration, there are three stencils open. The **Organization Chart Shapes** stencil is the active one. But there are two other stencils that are not active: **Borders and Tiles** and **Backgrounds**. To see those stencils' shapes, click the name of the stencil.

3 Shapes. Shapes are contained within a stencil. These are the items you can drag onto the page.